

Health Promotion and Prevention Initiatives (HPPI)  
FY07 Request for Proposals  
Funding Award Application



Provide all information as requested below. All responses are required; incomplete applications will **not be accepted**. Application information should be concise, yet contain the appropriate level of detail requested.

**IMPORTANT: Do not** complete this application until you are ready to submit the application in full.  
**You will NOT be able to retrieve and edit any information once it has been submitted.**

Prepare your responses in a word processing document first; then 'cut and paste' to this online application.

**The suspense for submitting a HPPI FY07 Funding Award Application is 8 January 2007.**

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### Part I: Project team information

1. Primary project point-of-contact (include rank/title):
2. Installation:
3. Commercial phone number:
4. DSN prefix:
5. Email address:
6. Mailing address:
7. Select one category that best describes the primary project point-of-contact (POC):
  - ☐ Active Duty Army
  - ☐ Army Reserve
  - ☐ Army National Guard
  - ☐ Civilian working at an Army installation or other Army facility
8. Commander for the primary project POC (include rank/title):
9. Office symbols for this Commander:
10. Email address for this Commander:
11. Mailing address for this Commander:
12. List names (including rank/title) and email addresses of other project team members. You must list at least one additional project team member name/email address.

### Part II: Project details

13. Project title:
14. Select the **ONE** functional area below that best describes this project.  
*While any health promotion initiative may be submitted for consideration of HPPI FY07 funding, preference will be given to applications in the functional areas marked below with '\*\*.'*
  - ☐ Tobacco cessation
  - ☐ Physical fitness
  - ☐ Nutrition and weight control
  - ☐ Stress management/resiliency\*\*
  - ☐ Suicide prevention

- ☐ Hypertension education
- ☐ STIs/STDs education\*\*
- ☐ Oral health fitness
- ☐ Spiritual fitness\*\*
- ☐ Injury prevention
- ☐ Self-care
- ☐ Health promotion in times of deployment\*\*
- ☐ Health information technology

15. Who is the target population for this project? (check all that apply)

- ☐ Active Duty Soldiers
- ☐ Reserve Component
- ☐ Adult beneficiaries
- ☐ Child/youth beneficiaries
- ☐ Other

16. What is the overall goal of this project? **(50 words maximum)**

*(Example: The goal of this project is to produce measurable reductions in hypertension and obesity.)*

17. How will project activities result in this goal? **(100 words maximum)**

*Example: One-hour weekly group classes will include weight measurement, teaching, homework assignments, and group discussions focusing on lifestyle changes. These classes and discussions will focus on changes which directly impact blood pressure, such as reducing salt intake. In addition, the physical activity component of the program will emphasize the role of exercise in lowering blood pressure.*

18. The purpose of the HPPI Program is to fund innovative and effective health promotion and prevention initiatives. List the aspects of this project that are **unique** and **innovative**. Also state why the listed aspects are unique and innovative. **(100 words maximum)**

*Example: This project provides tobacco control classes directly at the unit level, instead of only offering classes at the MTF.*

19. What specific aspects of **force readiness** and **deployability** does this project address? **(100 words maximum)**

*Example: The primary project focus is reduced injury rates. Reducing injuries will enable more Soldiers to be ready to deploy and will also avoid lost duty and training time.*

20. How will participant health specifically be improved as a result of this project? **(100 words maximum)**

*Example: This project will help participants lower blood pressure and improve nutritional intake.*

21. List the program outcomes that are most important from a command point of view. **(100 words maximum)**

*Example: The commander can expect to see a decrease in obesity and also enhanced pharmacological treatment of hypertension by concurrent lifestyle changes.*

**Business processes are structured work activities such as: setting appointments, entering data into a medical record, or scheduling health education classes. Improving business processes is an important part of Army transformation. The Army is using civilian best practices (like Lean Six Sigma) to improve effectiveness and implement efficiencies into current business processes.**

22. How does this project reflect the Army focus on business process transformation? Describe a specific business process that this project impacts **and** answer at least one of the following questions: How will the project specifically improve effectiveness or implement efficiency? How will the project result in costs avoided or the elimination of waste? What new or improved standardized business process will result from the project?

**(150 words maximum)**

*Example: Appointment scheduling matched access to care appointments with Well Woman Appointment (WWA) letter drives in order to achieve optimal use of existing resources, maximize RVUs, and decrease the number of delinquent appointments. Collaboration between Medical Management, Laboratory, Primary Care, Appointing, and Leadership resulted in more efficient scheduling and improved appointment compliance. In addition, this collaboration enabled more efficient work load balancing by coordinating seasonal appointment fluctuations and the timing of the WWA letter campaigns.*

23. One of the goals of the HPPI Program is to determine best practices in health promotion and disseminate those best practices throughout the Army. Describe how this project (or the results of this project) would have Army-wide applicability. **(100 words maximum)**

*Example: The number of screening appointments that are not made or not kept is a persistent problem throughout the Army. This project will assess the effectiveness of various reminder systems on increasing made and kept appointments. The project also will identify other efficient work load/RVU balancing and scheduling processes. The lessons learned and best practices identified in this project could be applied in any clinic setting in the Army to increase efficiency in scheduling processes.*

24. Describe the project Data Collection Plan. List the specific baseline, interim, and end-point data that will be collected. Also state when in the project timeline each type of data will be collected. **(200 words maximum)**

*Example: Baseline data: blood pressure, weight, and abdominal circumference will be collected on the first day of class, a stress level survey will also be given. Interim data: step/activity logs, waist circumference, and weight will be collected 4 weeks after the program begins. End-point data will be collected at ten weeks (the end of the program cycle), and will include all interim data points plus completion of stress level survey and blood lipid panel.*

**The HPPI Program demonstrates accountability for funds distributed through the tangible deliverables that each funded HPPI project provides to the HPPI Program.**

25. Describe the potential deliverables that the HPPI Program could expect from this project. **(100 words maximum)**

*Examples: de-identified baseline, interim, and end-point data; program implementation manuals; program outcome summaries; slide presentations used for class sessions; memoranda of agreement/understanding; descriptions of highly successful business process changes; command briefing presentations; written how-to examples of successful collaborations with line or other non-MTF personnel.*

26. Select **ONE** implementation status description that best fits this project.

*Note: priority is given to selecting HPPI projects which have already started.*

- ☐ The project has already started.
- ☐ The project has not started yet, but will start before 1 April 2007.
- ☐ The project will start after 1 April 2007.

HPPI FY07 funding awards will range between \$2,000 and \$25,000. HPPI funding awards are not intended to serve as a substitute for local installation sustainment resources.

27. Amount of funding requested:

28. Describe how this funding would be used. Be as specific as possible.

29. Additional project funding sources

- ☐ HPPI funds would be the only source of funding for this project.
- ☐ HPPI funds would **not** be the only source of funding for this project; funds will be/are available from another source besides HPPI.

### **Part III: Command brief**

30. Imagine that you are going to brief a Commander for the first time about this health promotion initiative in order to justify including this program in the Command budget.

How would you describe the project?

Write in a **concise** manner that would be appropriate for a Command brief. State the facts. Keep the bottom line up front and clearly describe the essential components of the program.

Include the following:

- Why should the Commander support this project? What can the Commander expect to receive as a result of the project?
- What collaborations and partnerships with other medical and line personnel make this project work?
- What metrics make this project relevant to the Commander?
- What health risks would be diminished as a result of this project?
- How does this project relate to Army transformation?

The Command brief **MUST BE 500 words or less**. Material exceeding this limit will **not be considered**.

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Note: edit the application carefully before submitting the application online. Once the online application is submitted, you will NOT be able to retrieve or edit any application information.